



KEWAUNEE COUNTY DEPARTMENT OF HUMAN SERVICES  
Social Worker Child and Family Unit

Child Protective Services - Youth Justice - Coordinated Service Teams Case Manager

Characteristic Work of the Position

Nature: Under the direction of the Children and Families Unit Manager provides comprehensive assessment for abused, neglected and delinquent children and their families embracing the principals of Coordinated Service Teams and Trauma Informed Care.

Examples of Duties:

1. Conduct initial CAN (child abuse and neglect) investigations (in conjunction with law enforcement if required) and provide ongoing protective services to families as assigned. Case circumstances may require emergency removal of children and placement with relatives or in foster care. Cases requiring removal of children or other safety considerations may require coordination with the district attorney's office or the filing of a CHIPS petition.
2. When appropriate to assist the Corporation Counsel and Guardian ad Litem in crafting conditions for return in situations where children are removed from their parental home.
3. Service provision to children in alternate placement, the child's natural family and alternate care provider. Development of permanency plan for children in alternate care focused on return home or other permanency options as allowed by State and Federal guidelines.
4. Monitor court approved conditions of supervision and conditions of return. To assist families in meeting the conditions. To document compliance or lack of compliance leading to a possible TPR when necessary and appropriate.
5. Juvenile Court services to include receiving information from law enforcement indicating a juvenile is alleged to have committed a delinquent act or referral information from schools, parents, or other interested parties that a youth is in need of protection or services.
6. Conducting intake inquiries on behalf of the Juvenile Court, providing Court services including preparation of Court documents and Court reports, testifying in Court, providing dispositional services for individuals placed under Deferred Prosecution Agreements and Court Orders including but not necessarily limited to Consent Decrees and Dispositional Orders.
7. Participate in 24-hour emergency call system as required.

8. Ability to advocate on behalf of clients and to assist them in accessing needed services both within the agency as well as with outside providers including but not limited to schools, behavioral health services and outside counseling agencies depending on the clients' individual needs.
9. To provide leadership within the unit and agency as to the use of formal and informal Coordinated Service Teams to help clients and families.

The above duties are normal for this position. These should not be construed as exclusive or all inclusive. Other duties may be required and assigned.

#### Qualifications:

##### Essential Knowledge and Abilities

1. Ability to work with a variety of consumers, to include individuals and families.
2. Ability to maintain confidentiality.
3. Thorough understanding of community resources.
4. Ability to work independently.
5. Ability to accurately maintain files and present information in Court proceedings as required.
6. Ability to differentiate family and individual treatment issues from community and child protection issues.
7. Ability to understand and implement complicated Federal and State rules and regulations.
8. Ability to understand foster home services and family of origin interface.
9. Ability to travel as necessary.
10. Flexible scheduling as required. Willingness and ability to respond to clients and service providers as appropriate 24/7/365 to maintain client and community safety. Ability to triage mission critical work from necessary but less urgent work in an unpredictable schedule.
11. Working knowledge of trauma informed care to advise others on the needs of the client as being a sum of the individual experiences not a desire to be difficult or unworkable.
12. Thorough knowledge and understanding of Chapter 48 Wisconsin Children's Code, Chapter 938 Juvenile Justice Code and other relevant statutes as may be required from time to time.
13. Thorough knowledge and understanding of SACWIS (Statewide Automated Child Welfare Information System) system and documentation mandates
14. Thorough knowledge and understanding of state guidelines as to foster case and child abuse and neglect.

##### Training and Experience

1. Minimum of a Bachelor's degree in Social Work.
2. Certified, or able to obtain certification as a social worker within 6 months from the date of hire, preferred.
3. Certification as an intake worker by the Department of Children and Families within 6 months of date of hire, required.
4. Compliance with state mandates as to child protective services training.

## Physical Demands

Tasks performed are inside and protected from the weather about 75% of the time. Most work is completed in a sedentary position and in a normal office setting. While performing the duties of this job one may be required to sit for a period of up to 2 hours. The employee must be able to receive and enter information using a standard computer operating system. The employee must be able to review and sign documents and records relevant to this position. The employee is required to stand, walk, use hands and fingers, feel, push, pull, reach with arms, hands above and below shoulders, stoop, kneel, and crouch. The employee may occasionally lift or move up to 25 pounds. 25% of the time, functions include travel to and ability to access private homes, schools, hospitals, residential facilities, conference centers for training and other offices.

The physical demands described here are generally representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a disability to perform the essential functions while performing the duties of this job.

Valid driver's license, auto insurance and access to automobile required.

Job description reviewed and approved December 18, 2019